

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

880119-01

[illegible]

YES	NO	10. Questionnaire (Place an 'X' in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>56</u> ¹⁰ years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Records needed to verify the exact terminology of orders (commission rulings). The orders are handled in administrative session, therefore, they do not create hearings.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area 1 month(s); 1 year(s); then

☒ Transfer to local holding area; hold 5 year(s); then (one file drawer holds 5 years of Orders)

☒ Transfer to State Records Center; hold 50 year(s); then

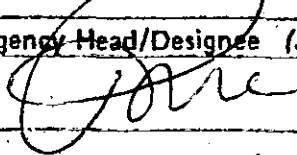
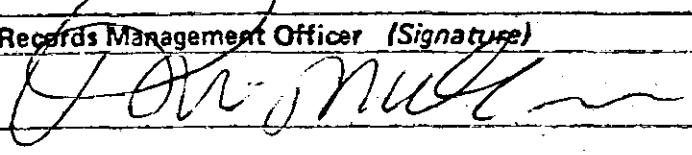
☒ Destroy.


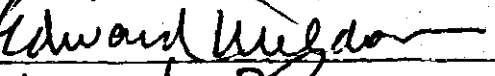

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Application revised in accordance with changes requested by Mr. Don McGouirk, Director of Tariffs and Rail Services - Transportation Division. NRF-6/28/89

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			

State Records Committee (Signature)	Date
State Auditor/Designee 	7/5/89
Secretary of State/Designee 	7/3/89
Governor Attorney General/Designee 	7/7/89

880119-01
Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)
82-600-A



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

✓ **INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Georgia Public Service Commission
Transportation Rates & Services Division
1001 International Blvd., Suite 1107
Hapeville, Georgia 30354

FOR RECORDS MANAGEMENT USE

Application Number

82-600

Date Received

DEC 3 1982

Date Completed

JAN 19 1983

2. Person to Contact

Susan Davis

Working Title

Principal Secretary IV

Telephone Number

761-0775

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest

1976

Latest
present
1980

5. Records Series Title (followed by title used in office, if different)

Order letters from Administrative Sessions (TD letters)

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

See attached sheet for description in detail

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: documenting and distributing to affected parties Commission decisions pertaining to transportation rates and services.

Included are: Order Letters summarizing public hearings before the Commission and its decision in the matter.

File is arranged:

Numerically by TD number (Transportation Division case number)

8. Monthly Reference Rate

How often are records referred to which are:

1 every

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old 3 mths.;
twenty-five months and older seldom,

9. Annual Rate of Accumulation of Records

Letter-size drawers 1/2 drawer; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	7	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 6 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Horace F. Hartley</i>	12-1-82	<i>P. M. Mullen</i>	12/2/82
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	12-29-82
		Secretary of State/Designee	12-22-82
		Attorney General/Designee	12-22-82



Secretary of State
Department of Archives and History
330 Capitol Avenue S.E.
Atlanta, Georgia 30334

Max Cleland
SECRETARY OF STATE
(404) 656 2881

Edward Meldon
DIRECTOR
(404) 656-2358
INFORMATION (404) 656-2363

MEMORANDUM

TO: Phil McMullan
DEPT: Georgia Public Service Commission

FROM: Peter E. Schinkel, Records Management Division
Director

DATE: July 12, 1989

SUBJECT: Order Letters from Administrative Sessions (TD Letters)
1976 to Present

SCHEDULE
NUMBER: 82-600, Approved 1/19/83

AMENDMENT TO
SCHEDULE #: 82-600-A, Approved 7/7/89

The application for retention schedule for the above records series has been approved by the State Records Committee and assigned the schedule number listed.

Enclosed is a copy of the Committee approved application.

Please call us at 656-2379 if you have questions.

Enclsoure: Approved Schedule # 82 -600-A , copy.

PES:rb
cc: Agency file
Application file # 880119-01